

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0276***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: PERSONNEL INVESTIGATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to conduct background investigations and selection functions for sworn and civilian applicants for the fire and police departments. Duties and responsibilities include, but are not limited to: conducting job analysis and job testing; performing administrative and technical personnel activities; conducting City-wide training and internal investigations; monitoring and managing hiring and pre-employment procedures of personnel; and performing other duties as required.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Conducts background investigation on selected candidates; interviews past and current employers, references, landlords, neighbors, and other individuals associated with applicant; requests or personally conducts criminal history checks; orders transcripts, driver's license records, military records, credit bureau report, and other background information; compiles comprehensive background investigation report; maintains and organizes background files.

Determines which applicant files require processing; reviews all incoming documentation on applicants; ensures compliance with state and local regulations; ensures timely processing of all applications; activates and inactivates files in applicant tracking system; enters summarized reports and data into confidential tracking system.

Conducts screening interviews with all eligible applicants; schedules polygraph, psychological, medical and/or other testing and examinations as required; receives oral polygraph reports and types summary; processes and files test results; maintains confidentiality of all examinations as required by law.

Extends job offers and advises applicants by mail or phone; schedules new hires for paperwork processing; advises employees of current personnel policies and procedures.

Researches and designs physical activity tests and examinations for employees and potential employees; assists in managing promotional testing for police and fire personnel.

Conducts internal investigations into personnel grievances and other personnel related matters as assigned; interviews complainants, witnesses, department personnel, accused parties and other involved parties; confers with City attorneys, department heads and other officials regarding the investigation; gathers evidence and documents; reviews files; constructs comprehensive internal investigation report; makes copies and distributes to authorized personnel; testifies in court and at personnel hearings regarding internal investigations and other issues.

Conducts City-wide training classes; researches and types lesson plans; makes written and oral presentations for various areas such as sexual harassment, defensive driving, orientation, and related issues and areas of concern.

Performs recruitment activities such as job fairs and college initiation; recruits and processes undercover operatives.

Answers incoming phone calls; responds to questions and provides information to the public both in person and via telephone.

Meets and confers with Police and Fire Chiefs regarding current or potential employees as required.

Gathers information and performs special projects as assigned.

Composes, types and/or prepares letters, correspondence, memoranda, reports, and other documents; reviews for accuracy and completeness; maintains copies for departmental use and future reference by authorized individuals.

Attends meetings, training seminars, and workshops as required; reads trade journals, newsletters, legislative updates, and other materials to keep apprised of changes in legislation, procedures and other related areas.

## **ADDITIONAL FUNCTIONS**

Conducts job analysis; drafts job definitions and/or descriptions; conducts research and prepares statistical reports when requested.

Completes benefits and salary surveys received from other departments and/or agencies; answers questions and provides information according to public record legislation; conducts and assists with validity studies.

Performs general administrative duties such as mailing applications to applicants, filing documents and folders, shredding and purging old files, faxing requests for information, and making copies of various reports, manuals and documents.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in personnel management, business administration, or closely related field; supplemented by one (1) to two (2) years previous experience and/or training involving administrative, personnel, investigative, or related area required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid State of Tennessee driver's license. Must possess several licenses and/or certifications to include: Basic Instructor, Internal Investigator, Background Investigator, National Safety Council Defensive Driving Instructor, Sexual Harassment Instructor, and Police Academy State Certification.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.